



U. S. DEPARTMENT OF JUSTICE  
*Federal Bureau of Prisons*  
Federal Correctional Institution  
Tallahassee, FL 32301

Number: TAL 5267.07A  
Date: August 19, 2003  
Subject: Visiting Regulations

# Institution Supplement

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1. **Purpose:** To provide facilities and procedures that will encourage wholesome and meaningful visits with relatives, friends, community groups, etc., and at the same time, maintain the security and welfare of the institution. Any visit which interferes with the security and good order of the institution may be denied.
2. **Directives Affected:**
  - A. Institution Supplement TAL 5267.06C, Visiting Regulations, dated June 20, 2002, is hereby rescinded.
  - B. Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999, is referenced.
  - C. Program Statement 7331.04, Pretrial Inmates, dated January 31, 2003, is referenced.
  - D. Program Statement 5267.07, Visiting Regulations, dated April 14, 2003, is referenced.
  - E. Program Statement 5360.08, Religious Beliefs and Practices, dated May 25, 2001, is referenced.
  - F. ACA Foundation/Core Standards for Adult Correctional Institutions: FC2-4088, FC2-4089, C2-4105, C2-4106, C2-4107, C2-4205, is referenced.
  - G. ACA 3rd Edition Standards for Adult Correctional Institutions: 3-4255, 3-4272, 3-4440, 3-4441, 3-4442, 3-4445, 3-4446 3-4149, is referenced.
  - H. ACA Foundation/Core Standards for Adult Local Detention Facilities: C2-5149, C2-5227, C2-5229, C2-5230, C2-5231, C2-5232, C2-5233, is referenced.
  - I. ACA 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF: 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16, is referenced.

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Distribution: Warden, AW(s), Paralegal, Unit Managers, Duty Officer Briefcase, Visiting Room, Front Lobby, Unit Bulletin Boards, Lieutenant's Office, SERO, AFGE.

3. **Procedures:**

- A. Visiting Schedule: FDC visitation is scheduled from 8:30 a.m. to 3:00 p.m., Saturday through Sunday. FCI visitation is Friday, 5:00 p.m. to 8:30 p.m., and Saturday, Sunday, and Monday, 8:30 a.m. to 3:00 p.m. All holiday weekend/weekday are open to the inmate population for visits. Any changes in visiting procedures for major holidays such as Christmas and Thanksgiving, will be addressed by memorandum from the Warden or Acting Warden.
- B. General Visiting Regulations: Inmates at the FCI will be allowed only four (4) adults visits at a time. Inmates at the FDC will be allowed only three (3) people (adults & children combined). The exception being with prior approval of the unit team or at the Staff Duty Officer's discretion based on visiting room seating. Visitors entering the visiting room will not be permitted to leave and re-enter unless extremely unusual circumstances arise and permission is granted by the Operations Lieutenant.
- C. Visiting Restrictions: Visiting may be curtailed or terminated because of an emergency, inappropriate conduct by an inmate or his/her visitor(s), or when the visiting areas become overcrowded. Curtailing or termination of visits will be done with prior notification to the Lieutenant and Duty Officer with the Duty Officer making the final decision. During such conditions, a two (2) hour maximum visiting time limit will go into effect. The officers will apply this action first to those who reside within a two hundred (200) mile radius of FCI/FDC, Tallahassee. If overcrowding conditions continue those who have visits most frequently and for the longest period of time will be terminated or curtailed next.
- D. Approved Visitors: Visits are permitted to those on the inmate's approved visiting list as authorized by the unit team. Visitors are placed in the approved visiting list after suitable investigation from the usual sources, i.e., Pre-sentence Report, U.S. Probation Officer and local law enforcement agencies. A request will be sent to all law enforcement agencies identified by the NCIC check or by the visitor's own admission. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.
- E. Preparation of Visiting List: A temporary visiting list (Attachment C), normally containing only immediate family members, will be provided to the Visiting Room officer by the A&O Counselor normally within three days of commitment. This list will remain in effect until the official visiting list is established by the inmate's assigned counselor. The counselor will submit the official visiting list with a current photo of the inmate attached to the visiting room within five working days of the inmates assignment to the unit.

If an inmate does not request any visitors be placed on his list, a list will be sent to the visiting room which will indicate no visitors requested, (Attachment D). An inmate will submit a Request to Staff Member (cop-out) to his/her counselor when requesting a person be added to or deleted from his/her visiting list.

The Unit Team is responsible for adding, editing and deleting visitors on the visiting room computer data system. The Unit Team will also provide the visiting room officers any type of written documentation related to the entry. Inmates are responsible for mailing the Visitor Information and Authorization form (BP-629), to their prospective visitor. The visiting room officer should contact the Unit Staff for further instructions regarding visitors not on the approved list.

F. Violations of Regulations and/or Introduction of Contraband:

1. The privilege of future visits may be denied to anyone who attempts to circumvent regulations. The introduction of contraband into a federal penal institution is a Violation of Section 1791 and 3571, Title 18, U.S. Code, Attorney General's Regulations Dated 10-24-84.

The method by which staff will make written guidelines available to visitors; in order to ensure that a visitor is aware of the above policy is as follows: The Front Lobby Officer will have each adult visitor (sixteen years of age and older) sign a Notification to Visitors form. Prior to the initial visit each visitor is mailed a copy of Attachment E with the Visitor Information and Authorization form (BP-629); clearly outlining the rules and regulations. Attachment E also contains a verbatim copy of 18 U.S.C. 1791 and 3571.

2. Any visitor found attempting to introduce hard contraband or engaged in other activity which is a violation of the law and poses an immediate threat to institution security shall be detained pending notification and arrival of the local FBI. In such a situation, the Warden, Acting Warden, Captain or the Administrative Duty Officer will be contacted immediately. The visitor will be escorted to the Warden's Conference Room and a full report will be prepared.
3. If a visit is to be terminated because of a violation of regulations, the Operations Lieutenant and Duty Officer will make the final decision. The officer witnessing the violation shall prepare an incident report. The Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the unit team.

4. Documentation of all warnings for visitor/inmate misconduct will be placed in the inmate's visiting folder.
5. Contraband that inmates attempt to introduce from the visiting room will be treated as hard contraband. The contraband will be disposed of according to established procedures. Violation of the visiting rules and regulations can result in the temporary suspension of visiting privileges.

G. Visits For Inmates Not In General Population:

1. Hospital Patients: Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval of the Warden. All approved community hospital visits will be subject to the visiting policy of that particular hospital.

Under no circumstances will a family member of the inmate be allowed to stay an extended period of time beyond the normal visiting hours. At no time will the visitor answer the phone in the inmate's room.

2. Special Housing Status: Inmates in Administrative Detention and Disciplinary Segregation will normally be allowed the same visiting privileges as inmates in the general population in regards to frequency. However, inmates housed in Disciplinary Segregation status will be limited to two (2) hour visits and will be seated in a manner which will allow for direct supervision by the Visiting Room staff.

The Operations Lieutenant will be notified whenever an inmate in the Special Housing Unit has a visit prior to his being escorted to the visiting room. Should an inmate require separation from the general population and/or other visitors, the Correctional Supervisor will make arrangements for a special visiting area.

Inmates in Administrative Detention, Disciplinary Segregation or Medical Isolation may be denied a visit or the visit may be restricted to one (1) hour under close supervision if a situation exists which could jeopardize the security of the institution or create undue management problems for staff, i.e., abuse to staff on the part of the inmate and/or visitor, flagrant abuse of visiting or correspondence privileges, etc. Inmates who are in Protective Custody status should be monitored closely prior to being permitted a visit. These visits will be seated as close to the Visiting Room Officer as possible.

3. Holdovers and Pre-Trial: All inmate holdovers should make requests for visitors to their assigned counselors and will normally be limited to immediate family. A temporary visiting list (Attachment C), normally containing only immediate family members, will be provided to the Visiting Room officer by the inmate's assigned Counselor normally within three days of commitment. This list will remain in effect until the official visiting list is established by the inmate's assigned counselor. The counselor will submit the official visiting list with a current photo of the inmate attached to the visiting room within five working days of the inmates assignment to the unit. If an inmate does not request any visitors be placed on his list, a list will be sent to the visiting room which will indicate no visitors requested, (Attachment D).

H. Other Applicable Regulations:

1. Inmate Dress: All inmates must wear the official uniform (khaki top and bottom) in a clean and neat condition and be properly groomed. Institution issued shoes or boots and/or Wolverine work boots purchased from the commissary are the only shoes permitted in the visiting room.
2. Visiting List: Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list.
  - a. Persons Under 16 Years of Age: Persons under 16 years of age must have an approved visitor with them before they will be allowed into the Visiting Room. Inmates and the approved adult visitor are responsible for keeping these children under control while in the Visiting Room.
  - b. Persons 16 and 17 Years of Age: Persons 16 and 17 years of age and not an immediate family member will have to provide written permission from a parent or legal guardian prior to being approved for visiting. The written approval will need to be submitted prior to the visit and will require verification by unit staff.
3. Vending Machine Use: It is permissible for the visitor to give the inmate any item from the vending machine. It is also permissible for inmates to handle money while in the visiting room and use the microwave to heat items purchased from the machines. The inmate will not be allowed to remove these food items, or any coins or currency, from the visiting room.

4. Items Authorized/Unauthorized to Enter the Visiting Room: The inmate will not take anything to the visiting room except necessary items identifiable as follows: wedding band, religious medal with chain (which has been approved by the Chaplain), eyeglasses (prescription only), and inmate account card. All items will be documented on the visiting room inmate property log prior to the inmate entering the visiting room. Only items brought into the visiting room will be allowed back out of the visiting room.

Medication, such as nitroglycerin tablets, may be permitted when authorized by the Health Services Administrator and the Captain. When authorized, a notation to this effect should be made on the inmate's visiting card. Authorized medication will be placed in a container at the officer's station in the visiting room.

The medication will be given out as prescribed or as needed. Any medication carried into the visiting room will be logged on the visiting room inmate property log. This form will be retained in the visiting room files.

5. Papers or gifts are not to be exchanged. Inmates desiring to take legal documents into the visiting room for an attorney-inmate visit must obtain pre-approval from their Unit Team. The unit staff member will conduct a cursory review to ensure that the documents are legal in nature and provide the visiting room officer with a memorandum verifying the documents as legal. Inmates will be permitted to leave these documents with their attorney at the conclusion of the visit. Legal papers should be mailed to the institution in every other case.
6. Money will not be accepted for deposit to the inmate's account through the visiting room.
7. Packages are not permitted. Penalties for introduction of contraband are explained on the Notification to Visitors Form.
8. Handshaking, embracing and kissing by immediate members of the family may be permitted within the bounds of good taste at the beginning and end of the visits. At no time will inappropriate and unbecoming displays of affection by personal contact be permitted.
9. Excessively provocative attire is reason to deny and/or preclude visiting. Adult female and male visitors will be allowed to wear short pants, no more than three inches above the knee, in the style of a walking short. Visitors will not be allowed into the institution in skirts or dresses exceeding three (3) inches above the knee in length, see

through clothing, halter tops, tube tops, tank tops, or any kind of top that reveals the midriff area of the anatomy, radically low cut shirts or blouses, revealing (front) or backless clothing, no skin tight clothing and no khaki pants or shirts will be permitted. Inmates are responsible for advising their visitors of the dress requirements prior to receiving a visit. Visits may be denied for non-compliance by the Front Lobby Officer after consulting with the Operations Lieutenant and/or Staff Duty Officer. A detailed memorandum will be forwarded to the Associate Warden(Programs) after any denial. Children under the age of twelve (12) may wear shorts.

10. All visitors must clear the walk-through metal detector. Visitors will not be allowed to go to the restroom and remove clothing with metal. Once the visitor clears the metal detector, they will be allowed to enter the visiting room. The hand held metal detector can be used to find that part of the anatomy where metal is located. The visitor must still clear the walk-through metal detector.
11. Newspapers, magazines, games, toys, strollers, infant seats, and food/drink items will not be brought into the visiting room by inmate's social visitors, nor will radios, tape players, tape recorders, or personal paging devices be allowed. Retention of recording devices by attorney visitors is contained within section 4.D.8. of this supplement. These restrictions regarding personal pagers do not apply to law enforcement personnel or contracted repair services staff.
12. Visitors will not be permitted to wait in the parking lot and must leave the property once the visit has been completed.
13. The visiting room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. A portion of the visiting area will be equipped and set up to provide activities for the children of the visitors.

Smoking is prohibited in the visiting room. The outside area is designated as a smoking area.

14. Inmates are responsible for the conduct of their visitors. Inmates and visitors are expected to control their children and keep them from distracting or interfering with visits of others.
15. Only one (1) inmate and family members will be allowed at one table. Multiple inmates/families will not be allowed at single tables.

16. Animals will not be allowed onto institutional grounds by inmate visitors, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose.
4. **Special Visits:** Unit Managers or Counselors will provide the Visiting Room officer with a typed, signed copy of the Special Visit Form prior to the visit.
    - A. **Non-Visiting Days and After Hours(FCI Only):** Visits on non-visiting days or after regular hours must be approved and supervised by Unit Staff.
    - B. **Business Visitors:** Except for pretrial inmates, an inmate is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Pretrial inmates may be permitted special visitors for the purpose of protecting the pretrial inmate's business interests. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. Accordingly, the Warden may permit a special business visit in these cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.
    - C. **Consular Visitors:** Whenever it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Staff shall notify the CMC a consular visit request has been received.
    - D. **Attorney Visits:**
      1. Visits by retained and appointed attorneys and by attorneys requested by an inmate family in contemplation of prospective legal representation shall be permitted.
      2. Attorney visits will ordinarily take place during regular visiting hours. However, dependant upon the nature and urgency of the legal problems involved, attorneys may be allowed to visit after duty hours when deemed appropriate by the Unit Manager/Designee or the Paralegal. The length of these visits must be kept short for manpower utilization reasons.



3. The attorney shall routinely make an advanced appointment for the visit with the unit team. Every effort should be made to accommodate an attorney's visits where prior notification was not practical. Unit staff will provide supervision.
4. Prior to each visit, the attorney is required to provide identification and to confirm that he/she wishes to visit an inmate who has requested his/her visit or whom he/she represents or wishes to interview as a witness. This may be confirmed by proper identification, showing a letter from the inmate or his/her family requesting the visit, or information that would identify him/her as an attorney of the inmate.
5. The institution and the Bureau of Prisons reserve the right to refuse admission to those who fail to comply with regulations or who seek to exploit inmates. If there is any questions about the identity of the attorney or his qualifications as an attorney in good standing, the matter should be referred to the Regional Counsel through the institution Paralegal.
6. The attorney shall be permitted to visit only those inmates with whom staff have previously arranged for him to see. Any exceptions must be approved by the Warden or Associate Warden Programs.
7. Attorneys visiting on visiting and non-visiting days will be subject to a search to determine if contraband is present. He/She will also be required to read and sign Attachment A of this supplement.
8. The Warden must approve tape recording by attorneys during the course of his/her visit. Attachment A shall be filled out prior to use of any recording equipment.
9. Any immediate grievance or concerns an attorney may have concerning his client during the visit shall immediately be referred to the Captain, Operations Lieutenant, or the Duty Officer.
10. Unless litigation involves more than one inmate, attorneys shall normally visit only one inmate at a time.
11. The use of assistants by attorneys (paralegal) is recognized and they will have the same status as the attorney with respect to visiting and correspondence. An attorney who employs an assistant and who wishes the assistant to visit or correspond with an inmate shall meet the same requirements for visiting as the attorney.

E. Visits From Representatives of Community Groups:

1. The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for this kind of service are confirmed by staff. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this section.
2. As distinguished from representatives of community groups, past or present participants in the volunteer and citizen involvement program ordinarily may not be added to an inmate's visiting list without the Regional Director's approval. Such approval is ordinarily not granted.

F. Clergy, Former or Prospective Employers, Sponsors, and Parole Advisors:  
Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement, does not apply to visitors in this category. The following processing procedures apply to ministers of record and clergy:

1. Minister of Record: An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title of the minister of record, to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of a minister will not count against the total number of authorized visitors an inmate is permitted to have on his/her visiting list and will not count towards the total number of social visits authorized.
2. Clergy: Visits from clergy other than the minister of record, will be in accordance with the general visiting procedures and will count toward the total number of social visits authorized.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by a Clergy if the inmate wishes to visit with them.

Clergy/Minister of Record visits will be accommodated in the visiting room during regular visiting hours and to the extent practicable in the visiting room which provides some degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of Minister of Record and Clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized to visit with his/her Minister of Record.

5. **Identification of Visitors:**

- A. Visitors will be required to sign in at the front lobby and must show acceptable identification. A picture I.D. card will be required for identification. The visitor's picture identification will be surrendered to and maintained by the lobby officer prior to the visitor's admission to the Visiting Room for positive identification purposes upon the visitor's departure. Upon exit, the identification will be returned to the visitor. If a visitor does not have picture I.D., three forms of signature identification may be used.
- B. The visitor must complete the Notification to Visitor form in its entirety prior to entering the visiting room. The front lobby officer will verify that the visitor is on the inmate's approved visiting list by accessing the visitor computer system. The unit team will be contacted concerning visitors that are not on the approved visiting list. The approved visitor will be stamped with ink on the hand then directed to walk through the metal detector to prevent the introduction of contraband. If a visitor does not clear the metal detector, the Operations Lieutenant will be notified and the visitor will not be admitted into the institution. A denial to visit form will be completed on visitors not permitted to enter.
- C. The completed form will be placed in the inmate's visiting folder maintained in the visiting room with a copy forwarded to the appropriate unit team.

6. **Searching Visitors:** Staff may require a visitor to submit to a personal search, including any items of personal property, a condition of allowing or continuing a visit. However, no visitor will be subject to a pat search without the approval of the Warden. Reasonable or probable cause will be sufficient grounds to deny a visit without approval of the Regional Director.

7. **Items Permitted into the Visiting Room by Inmate Visitors:**

Change Purse/Clear (1)	Handkerchief (1)
Feminine Hygiene Products (sealed)	Diapers (4)
Comb or Hairbrush (1)	Car/House Keys (no electrical devices)
Baby Lotion or Ointment (1)	Milk/Formula Bottles (2/plastic only)
Baby Food Jars (sealed)(2)	Baby Blanket (1)
Cigarettes (1/unopened)	Diaper Bag/Clear (1)
Sippy-Cup (1/empty)	

Any form of drinks or drink containers are not allowed in the visiting rooms at the FCI or FDC. If the inmates visitor should bring items other than those authorized in the above list they will return all unauthorized items to their own vehicles. If they should refuse to return authorized items to their vehicle the visit will not be permitted.

8. **Inmate Responsibility:** Each inmate having a visit must assume reasonable responsibility for proper conduct and control of visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area. Failure to control children may result in termination of the visit.
9. **Records:** The Bureau-approved Visiting Program, "ACES", has been installed on the Local Area Network(LAN), which is available to all staff in conjunction with the following functions:
  - A. **Unit Staff:** Unit staff will enter all approved visitors into the ACES program. Additionally, they will remove visitors and enter restrictions, such as disciplinary actions, into the program.
  - B. **Front Lobby Officer:** The front lobby officer will access the system to insure that an individual wishing to visit an inmate is on the inmate's approved visiting list.
  - C. **Visiting Room Staff:** Once a visitor has cleared the lobby and entered the Visiting Room, Visiting Room staff will log the visitor into the program, which will maintain a permanent record of the visitor's name, the date and the duration of the visit.

The Unit Team will maintain a copy of the approved visiting list in the Central File. A record of visits by date entered next to the visitors name will be maintained on the official visiting list in the visiting folder. These folders will be maintained by the Visiting Room. Special visits shall be recorded and attached to the visiting folder utilizing the Special Visit Form. Special visits approved by the Duty Officer will also be documented in the visiting folder.

10. **Supervision:**
  - A. It is the responsibility of the Visiting Room Officer to ensure the Visiting Room regulations are followed as outlined by policy and that visits are conducted in a quiet, orderly and dignified manner. The officer should move about and constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.

- B. The Visiting Room Officer should be aware of any articles passed between the inmates and his/her visitor. If there is a substantial basis to conclude that materials are being passed which constitute contraband or otherwise are in violation of the law or regulations, the visiting room officer may examine the materials. If appropriate, he/she may confiscate and immediately notify the Operations Lieutenant.
- C. All inmates will be identified with a photo when entering the visiting room. All inmates will be re-identified with a photo before the inmate's visitors are released. If there is any question as to the identity of an inmate, no one will be allowed in or out of the visiting room until the inmate is identified by the Operations Lieutenant.
- D. A search of all inmates is required at the beginning of a visit. All inmates will be strip-searched and a hand-held metal detector utilized at the conclusion of visits. Searches and shakedowns shall be conducted out of view of visitors.
- E. In no instance shall Visiting Room Officers accept articles of gifts of any kind for an inmate. Hobby craft and art items, etc., will not be given to visitors by inmates.
- F. Restroom facilities for visitors are located within the visiting room. Inmates, under direct supervision of the Visiting Room Officer, will utilize the restroom located in the strip room.
- G. The officer pat searching the inmate at the beginning of the visit will fill out the appropriate form listing all items in detail the inmate has in his/her possession. All gold colored items will be documented as yellow in color, i.e. yellow colored chain with yellow colored medallion (with religious medal only). Any item not previously documented on the appropriate form will not be allowed to return with the inmate at the conclusion of the visit. These items will be confiscated, and an incident report prepared with a confiscation form being completed prior to the conclusion of visiting.
- H. At the end of visiting hours, all forms will be forwarded to the Front Lobby for filing in the Lieutenant's Office.
- I. The visiting log form will be filled out by the Visiting Room Officer and at the end of visiting hours forwarded to the Operations Lieutenant for his reviewing and filing.

11. **Video Monitoring:** The Visiting Room is equipped with a camera which is operated by the Control Center officer. All visits are monitored and any suspicious actions or behavior will be investigated.

The time and administrative expense incidental to arranging visits will be incurred by Unit Management. The time and administrative expense incidental to supervising visits will be incurred by Correctional Services.

12. **Office of Primary Responsibility:** Unit Management and Correctional Services

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Jose M. Vazquez, Warden

ATTACHMENT A

FEDERAL CORRECTIONAL INSTITUTION  
TALLAHASSEE, FLORIDA

I, \_\_\_\_\_, a licensed attorney in the State  
(Printed Name)  
of \_\_\_\_\_, with offices at \_\_\_\_\_  
\_\_\_\_\_, visiting \_\_\_\_\_  
\_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_,

agree that my visit with this inmate is for the purpose of facilitating the attorney-client relationship and for no other purpose. I agree that any tape-recording or other recording made by me will be used only to facilitate this relationship.

\_\_\_\_\_  
Attorney Signature

ATTACHMENT B

DATE:

REPLY TO

ATTN OF: Unit Manager

SUBJECT: Special Visit for \_\_\_\_\_  
Name & Reg. No. Unit

TO: Visiting Room Officer

The above named inmate is hereby granted permission to  
person(s) on: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The length of the special visit is subject to Visiting Room conditions and is at the  
discretion of the Visiting Room Officer.

cc: Front Lobby  
Inmate  
Central File



ATTACHMENT C  
TEMPORARY VISITING LIST

PRINT THE INFORMATION AS REQUESTED BELOW:

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_  
Last, First

Name	Age	Married	Relationship	Address

THE INFORMATION ON THIS SHEET WAS OBTAINED DURING THE PERIOD OF  
TIME THE RESIDENT WAS IN THE ADMISSIONS UNIT. THIS INFORMATION IS  
UNVERIFIED AND INTENDED TO BE USED ON A TEMPORARY BASIS.

ORIGINAL: Visiting Room  
COPY: Case Manager

ATTACHMENT D

**APPROVED VISITING LIST**

<i><b>Name</b></i>	<i><b>Age</b></i>	<i><b>Relationship</b></i>	<i><b>Address</b></i>

**REMOVALS**

(FROM LIST OF APPROVED VISITORS)

<i><b>Name</b></i>	<i><b>Age</b></i>	<i><b>Relationship</b></i>	<i><b>Address</b></i>

**ADDITIONS**

(TO LIST OF APPROVED VISITORS)

<i><b>Name</b></i>	<i><b>Age</b></i>	<i><b>Relationship</b></i>	<i><b>Address</b></i>

INMATE'S NAME: \_\_\_\_\_ REG. NO. \_\_\_\_\_

TEAM MEMBER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACHMENT E

FEDERAL CORRECTIONAL INSTITUTION  
FEDERAL DETENTION CENTER  
TALLAHASSEE, FLORIDA

INMATE VISITOR'S GUIDELINES AND DIRECTIONS

Location and Direction:

The FCI and FDC are located three (3) miles east of downtown Tallahassee, Florida on Highway 319 and Conner Boulevard. The Tallahassee Municipal Airport, located on Highway 319 approximately twelve (12) miles from the institution, serves several major and regional airlines. Standard taxi fare from the airport is about \$15.00. Taltran city bus service provides transportation to various parts of the city from 7:00 a.m. to 10:00 p.m. for a \$0.75 fare. Florida state law requires the front seat passengers in all vehicles to wear seat belts.

Visitor Guidelines:

1. FCI visitation is on Friday from 5:00 p.m. to 8:30 p.m., and on Saturday, Sunday, and Monday from 8:30 a.m. to 3:00 p.m.

FDC visitation is Thursday through Monday, 8:30 a.m. to 3:00 p.m. Legal visits are permitted seven (7) days a week, from 8:30 a. m. to 3:00 p.m. During weekly visiting days the odd/even number system will not be implemented at the FDC. The odd/even number system will only be implemented on weekends, when overcrowding may present a problem.

At both the FCI and FDC, weekday visiting is for the entire inmate population, as is visiting on federal holidays.

2. Visitors will be required to sign in at the front lobby and must show acceptable identification. A sealed picture I.D. card is required. The identification card will be surrendered to the lobby officer prior to admission. The identification card will be returned to the visitor after positive identification upon departure.
3. The visitor must complete the Notification to Visitor form in its entirety prior to entering the visiting room.
4. The visitor will be required to pass through a walk through metal detector. If a visitor cannot clear the metal detector, the Operations Lieutenant will be contacted and advised, and the visitor will not be allowed to enter the institution. A hand held metal detector may also be used in addition to the walk through metal detector. Visitors will not be allowed to enter the restroom for the purpose of removing articles from their person in order to clear the metal detector.

5. Items permitted into the Visiting Room by inmate visitors:

Change Purse/Clear (1)	Handkerchief (1)
Feminine Hygiene Products (sealed)	Diapers (4)
Comb or Hairbrush (1)	Baby Lotion or Ointment (1)
Milk/Formula Bottles (2/plastic only)	Baby Blanket (1)
Car/House Keys(no electrical devices)	Baby Food Jars (sealed)(2)
Cigarettes (1/unopened)	Diaper Bag/Clear (1)
Sippy-Cup (1/empty)	

If the inmates visitor should bring items other than those authorized in the above list they will return all unauthorized items to their own vehicles. If they should refuse to return authorized items to their vehicle the visit will not be permitted.

6. There are vending machines available in the visiting room for use by both inmates and visitors. The inmate will not be allowed to remove any commissary items, or currency, from the visiting room.
7. Papers or gifts are not to be exchanged. Signatures or receipts of legal papers are not permitted except with prior approval of the Unit Manager, Case Manager, Case Management Coordinator, Executive Assistant, or Duty Officer. Legal papers should be mailed to the institution in every other case.
8. Packages are not permitted.
9. Handshaking, embracing, and kissing by immediate members of the family may be permitted within reason at the beginning and end of the visit. Inappropriate displays of affection are not permitted and will subject a visit to be terminated.
10. Provocative attire will not be allowed into the institution by visitors. Adult female visitors will be allowed to wear short pants, no more than three inches above the knee, in the style of a walking short. Dresses may not be more than three inches above the knee. See-through clothing, halter tops, tube tops, tank tops, clothing which is low cut and revealing in the front or back, clothes which expose the midriff area of the anatomy, skin tight clothing, khaki shirts or pants, are all prohibited. Visits will be denied if the visitor arrives at the institution in this attire.
11. Newspapers, magazines, games, toys, strollers, infant seats, and food/drink items will not be brought into the visiting room by inmate visitors. Radios, tape players, tape recorders, or personal paging devices are also prohibited entry by inmate visitors.

12. Visitors are not permitted to loiter in the institution parking lot.
13. There are storage lockers available within the FCI or FDC front lobbies. Visitors may use the lockers to store items not permitted in the visiting room; however, visitors are encouraged to make arrangements for prohibited items before entering the institutional grounds.
14. The below listed statement is posted at the institution entrance(s) and cites 18 U.S.C. 1791 and 3571:

**IT IS A FEDERAL CRIME TO BRING UPON THE INSTITUTION GROUNDS ANY FIREARM, DESTRUCTIVE DEVICE, AMMUNITION, OTHER OBJECT DESIGNED TO BE USED AS A WEAPON, NARCOTIC DRUG, CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, CURRENCY, OR ANY OTHER OBJECT WITHOUT THE KNOWLEDGE AND CONSENT OF THE WARDEN. TITLE 18 U.S.C. 1791 AND 3571 PROVIDE A PENALTY OF IMPRISONMENT FOR NOT MORE THAN TWENTY YEARS, A FINE OF NOT MORE THAN \$250,000, OR BOTH, TO A PERSON WHO PROVIDES, OR ATTEMPTS TO PROVIDE, TO AN INMATE ANY PROHIBITED OBJECT. ALL PERSONS ENTERING UPON THESE PREMISES ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY (INCLUDING VEHICLES), AND PACKAGES. THE WARDEN, UPON A REASONABLE SUSPICION THAT A PERSON MAY BE INTRODUCING CONTRABAND OR DEMONSTRATING ACTIONS THAT MIGHT OTHERWISE ENDANGER INSTITUTION SAFETY, SECURITY, OR GOOD ORDER, MAY REQUEST THE PERSON, AS A PREREQUISITE TO ENTRY, TO SUBMIT TO A VISUAL SEARCH, PAT SEARCH, URINE SURVEILLANCE TEST, BREATHALYSER TEST, OR OTHER COMPARABLE TEST. A VISITOR HAS THE OPTION TO REFUSE ANY OF THE SEARCH OR TEST OR ENTRANCE PROCEDURES, WITH THE RESULT THAT THE VISITOR WILL NOT BE PERMITTED ENTRY TO THE INSTITUTION.**